Preliminary School Report – Grades PK-12

The Preliminary School Data will be submitted for each school for the Fall Semester and Spring Semester. The Fall Semester Data (this data will be labeled FALL) will include all classes that are scheduled from the beginning of the school year up through the end of the Report Period 4. The Spring Semester Data (this data will be labeled SPRING) will include all classes that are active from the end of the Report Period 5 through the end of the year. Classes that are taught for the entire school year will be included in both the Fall and Spring Semester reports. This data will be checked for class size compliance and will show how many classes are out of compliance with class-size, and schools out of compliance with averages. Classes taught by teachers that are Federally Funded, will be excluded from the State report count and average to determine compliance.

A. Grade Level Group Determination

Several business rules will be considered to determine in which part of the report a class will be included or if it is totally excluded. Below is a list of the considerations.

Pre-Kindergarten, kindergarten, elementary, middle, and/or junior high classes which are self-contained should be reported as one class per teacher.

Elementary pullout classes, i.e. art (major/minor portion of day), music (major/minor portion of day), physical education (major/minor portion of day), Title classes, and computer technology (instructor) should not be counted in classes. Elementary and secondary special education classes that are pullouts should not be counted in classes.

Classes such as typewriting, instrumental music, and vocal music should not be counted in classes. Each class shown in gray shading in the Correlation of Course Codes Report should be excluded from the Preliminary School Report.

Classes where students are departmentalized but move as a class unit from one teacher to another (should be classified as self-contained departmentalized) will be counted as one class.

Classes where students stay with one teacher all day but are scheduled into different subjects for report card purposes should be reported as self-contained departmentalized and counted as one class.

Classes that are departmentalized should have each class counted separately.

Classes that have all students with Special Ed Options 7, 8, and 9 should be counted as Special Ed (Grade N).

Vocational Education Courses that have a Vocational Education Program Code (VEPC) assigned should be evaluated and counted as Vocational Education Classes.

Classes that are Multi-Age Structure should be listed in a separate section and on a separate line with the grades involved printed. Certain course codes have been assigned for these. All student instructional grades will also be examined to determine if the class is an illegal split. All student instructional grades will be printed for the class.

B. EIA Goals and Class Membership Table

The following table indicates the evaluation rules for the classes on the Preliminary School Report.

EIA Goals		
Grade Level	Average	Maximum
K-3	20	25
4-6	25	30
7-12	30	35
Voc Ed.	20	25

C. Total Number of Classes

The total number of classes for the particular grade level group should be shown.

D. EIA Grade Level Group Average

EIA grade level group averages are listed for the respective grade level group based on the chart above.

E. School Grade Level Group Average

The number of students in each designated grade level group class included should be totaled and divided by the number of classes to determine the grade level group average. This should be carried to two decimal places (e.g. 19.59). If any grade level group exceeds the EIA Grade Level Average, display a message on the Class Maximum Deficiency Report.

F.   EIA Maximum Class Sizes

EIA maximum class size should be listed from chart above.

G. Out of Compliance

If any Grade Level Group is greater than the School Grade Level Group Average or any class exceeds the EIA Maximum, put an asterisk "*" in the Out of Compliance Column.

H. Multi-Age Classes

These should be shown in a separate section. Multi-age classes have a maximum class size allowed that is the same as the average size for the grade level group including these classes. If a multi-age class includes student instructional grade levels that have different averages specified, use the average for the lowest possible level to determine the maximum class size.

TENNESSEE DEPARTMENT OF EDUCATION
PRELIMINARY SCHOOL REPORT – Grades PK – 12 – FALL or SPRING
SCHOOL YEAR ____

Report Date: _____

School Year _____   **Semester** _____
District Number _____ **Name** _____
School Number _____ **Name** _____

An "*" in column "OUT / COMP" indicates item is **not compliant** based on data submitted

GRADE LEVEL GROUP	TOTAL NO. CLASSES	EIA GRADE LEVEL AVG	SCHOOL GRADE LEVEL GROUP AVG	EIA MAX CLASS SIZES	OUT / COMP
K - 3,T1-T3		20		25	
4 - 6,T4-T6		25		30	
7 - 12,T7-T8 except VE		30		35	
Vocational Ed		20		25	
Special Ed (Grade N)		████	████	████	
Pre-Kindergarten		████	████	████	
Totals		████	████	████	

ILLEGAL SPLITS   An "*" in column "OUT / COMP" indicates item is **not compliant** based on data submitted

SDE COURSE CODE	LOCAL CLASS NUMBER	GRADE LEVELS WITHIN A CLASS	CLASS SIZE	EIA MAX CLASS SIZE	OUT / COMP
Totals				████	

MULTI-AGE   An "*" in column "OUT / COMP" indicates item is **not compliant** based on data submitted

SDE COURSE CODE	LOCAL CLASS NUMBER	GRADE LEVELS WITHIN A CLASS	CLASS SIZE	EIA MAX CLASS SIZE	OUT / COMP
Totals				████	